



Seosamh Mac Gabhann
Summer School
of Traditional Irish Music,
Song, Dance & Gaeilge

CHILD SAFEGUARDING PROCEDURES

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Procedure for the reporting of child protection or welfare concerns to Tusla. (Section 3.1 of Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice).

The guiding principle when a child protection or welfare report has to be made to Tusla is that the safety and wellbeing of the child takes priority over all other considerations.

ROLES AND RESPONSIBILITIES:

- All members of staff/tutors/volunteers have a responsibility to safeguard children and young people and to report any concerns they may have for the protection or welfare of a child/young person.
- In accordance with Children First: National Guidance for the Protection and Welfare of Children (2017), the Seosamh Mac Gabhann Summer School has appointed a Designated Liaison Person to act as a liaison with outside agencies and also as a resource for any tutor, staff member or volunteer that needs support in relation to child protection concerns. A deputy has also been appointed to cover this role when the Designated Liaison Person is unavailable or if s/he is directly involved in a particular concern or incident. Both the Designated Liaison Person and the deputy are familiar with Children First: National Guidance for the Protection and Welfare of Children (2017); the Child Protection and Welfare Practice Handbook (2011) and Our Duty to Care: Principles of Good Practice for the Protection of Children and Young People (2002).

Designated Liaison Person: Michelle Jordan, DLP
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Email: michellejor2003@yahoo.co.uk

Deputy Designated Liaison Person: Sheila Hunt, DDLP
Tel: 086 8390684
Email: communitycentremanager@kilmovee.info

THE ROLE OF THE DESIGNATED LIAISON PERSON

In the Seosamh Mac Gabhann Summer School, the Designated Liaison Person and the deputy Designated Liaison Person have participated in Child Protection training. The role of the Designated Liaison Person is to:

- Provide information and advice on the Seosamh Mac Gabhann Summer School child protection and welfare policy and procedures and ensure that all of the appropriate procedures are implemented.
- Ensure that new staff, tutors and volunteers are supported to implement the Seosamh Mac Gabhann Summer School's child protection and welfare policy and procedures.
- Receive and consider child protection and welfare concerns and establish, in consultation with the individual who has raised the concern, if reasonable grounds for concern exist.
- Consult informally with the Social Worker Department of Tusla Child and Family Agency: Children and Family Services' Duty Social Worker when unsure if the concern constitutes reasonable grounds for concern and whether a formal report should be made to the Social Worker Department of Tusla, Child and Family Agency.
- Make a formal referral to Tusla where required.
- Refer any 'out of hours' emergency situation to an Garda Síochána or if not on call - ensure that tutors / volunteers are aware of their obligation to contact the Garda Síochána in an emergency.
- Maintain confidential records.
- Inform the primary carers that a child protection concern is being reported to Tusla or to An Garda Síochána unless doing so is likely to endanger the child.

IDENTIFYING REASONABLE GROUND FOR CONCERN:

- Children First: National Guidance for the Protection and Welfare of Children states that “Tusla should always be informed when a person has reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected”.
- Children First: National Guidance for the Protection and Welfare of Children lists the following as reasonable grounds for concern:
 - Evidence, for example an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way;
 - Any concern about possible sexual abuse;
 - Consistent signs that a child is suffering from emotional or physical neglect;
 - A child saying or indicating by other means that he or she has been abused;
 - Admission or indication by an adult or a child of an alleged abuse they committed;
 - An account from a person who saw a child being abused.
- Wherever appropriate, any issues should be checked with the parents/guardians when considering whether a concern exists, unless doing so may further endanger the child or the person considering making the report.
- Abuse is not always committed through personal contact with a child or young person, sometimes it is perpetrated through social media or the use of information and communication technology.
- Section 176 of the Criminal Justice Act 2006, places a requirement on a person with authority or control over a child or over an abuser not to intentionally or recklessly endanger the child by leaving or placing them in a situation of substantial risk of serious harm or sexual abuse. It states that they have committed an offence if they have failed to take reasonable steps to protect a child that they know may be in a risky situation.
- Under the Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012, it is a criminal offence to withhold information relating to the commission of a serious offence, including a sexual offence, against a person who is under the age of 18 years or an otherwise vulnerable person.

CATEGORIES AND INDICATORS OF ABUSE:

- Children First: National Guidance for the Protection and Welfare of Children defines four categories of abuse: neglect, emotional abuse, physical abuse and sexual abuse. A child/young person may be subjected to one or more forms of abuse at any given time. Please see Appendix 1 and Children First: National Guidance for the Protection and Welfare of Children for more information.
- A child/young person will sometimes confide in a member of staff/tutor/ volunteer that they have been abused or someone may witness incidents which suggest that a child or young person is being harmed. Often it is a case of a member of staff/tutor/volunteer feeling worried and concerned about certain signs they are picking up on, such as poor hygiene, unexplained physical injuries. Other indicators may be related to the child/young person’s behaviour such as being aggressive, impulsive, or withdrawn. A cluster or pattern of signs is more likely to be indicative of neglect or abuse. More detail regarding signs and symptoms of abuse is available at www.tusla.ie.
- The Child Protection and Welfare Practice Handbook defines a child welfare concern as “a problem experienced directly by a child, or the family of a child, that is seen to impact negatively on the child’s health, development and welfare, and that warrants assessment and support, but may not require a child protection response”.

COMPLICATING FACTORS AND CIRCUMSTANCES WHICH MAY MAKE CHILDREN MORE VULNERABLE TO HARM:

The following are some of the complicating factors and circumstances which may make children more vulnerable to harm:

- Age of the child
- Domestic and sexual violence
- Parental mental health problems
- Parental substance misuse
- Parental intellectual disability
- Children with disabilities
- Unknown male partners and their history/association with the family
- Families who are 'uncooperative' or 'hard to engage'
- Poverty and social exclusion

RESPONDING TO CONCERNS

- Regardless of how a concern comes to a staff/tutors/volunteer's attention, it must be reported to the Designated Liaison Person.
- The Designated Liaison Person, in consultation with the person who raised the concern, will decide if reasonable grounds for concern exist.
- If reasonable grounds for concern exist, the Designated Liaison Person will report to the Tusla duty social worker.
- If the DLP decides not to make a report, the staff/tutor/volunteer with the reasonable concern is still entitled to make a report to Tusla under Children First: National Guidance for the Protection and Welfare of Children, should they wish to do so. The individual worker has protections under the Protection for Persons Reporting Child Abuse Act 1998, should they report independently.
- If the DLP is in doubt about whether a concern reaches the legal definition of harm for making a mandated report, Tusla can provide advice in this regard. If the DLPs concern does not reach the threshold for mandated reporting, but the DLP feels it is a reasonable concern about the welfare or protection of a child, the DLP should report it to Tusla under Children First: National Guidance for the Protection and Welfare of Children. While Tusla can provide advice, the decision to make a mandated report under the Children First Act 2015 or to make a report of a reasonable concern under Children First: National Guidance for the Protection and Welfare of Children rests with the individual mandated person.
- Records are kept by the DLP on all concerns brought to his/her attention, including those which following consideration, do not initially meet reasonable grounds for concern. Records will include the concern raised and the decisions and actions taken.

REPORTING CONCERNS:

If a child protection or welfare concern arises the steps below will be followed:

- If a member of the Seosamh Mac Gabhann Summer School receives an allegation, or has a suspicion that a child is being abused or neglected, he or she must, in the first instance, consult with our organisation's DLP (Michelle Jordan) or deputy Designated Liaison Person.
- It is important that the suspicions or allegations are recorded by the DLP.
- The Designated Liaison Person may seek advice from the Social Worker Department of Tusla / HSE Children and Family Services' Duty Social Worker to decide whether a formal referral is required. The situation may just require ongoing monitoring. See Appendix 2 for a comprehensive list of Tusla Contact Details.

TUSLA CONTACT DETAILS	
Address	Child and Family Agency, Swinford Health Centre, Aras Attracta, Swinford, Co. Mayo
Phone	094 9050133
Office Hours	9am – 5pm

- All advice given to our organisation by TUSLA and An Garda Síochána should be strictly adhered to.
- If there are reasonable grounds for concern the Designated Liaison Person will make a formal report to the Social Worker Department of Tusla / HSE Children and Family Services' Social Work Service without delay.
- The form may be downloaded from:
www.tusla.ie/services/child-protection-welfare/publications-and-forms/
- It is NOT the responsibility of the DLP or any other person to find a resolution or discuss the matter with anyone else except the appropriate agencies. The statutory agencies, TUSLA and An Garda Síochána, are the only agencies which are responsible for the investigation of any alleged abuse/neglect of a child. It is the responsibility of our organisation to pass on our concerns to these agencies as per our policy.
- If the concern is urgent and there is imminent risk to a child, the Designated Liaison Person will make the report by telephone and then follow it up with the completed form;
- In an emergency outside of Tusla office hours, where the immediate safety of a child is threatened, An Garda Síochána will be contacted; (Appendix 3)
- If the Designated Liaison Person or deputy Designated Liaison Person is not available the person who has a concern, received a disclosure or witnessed an incident, should contact Tusla's Children and Family Services' Social Work Service or An Garda Síochána directly;
- Where there is a concern about a potential risk to children posed by a specific person, even if the children are unidentifiable, the Seosamh Mac Gabhann Summer School will report the concerns to Tusla's Children and Family Services.
- Where the person allegedly causing harm to a child is another child (peer abuse), reports will be made to Tusla for both children.
- It is best practice to inform parents/guardians that you are reporting a concern about a child, however, they do not need to be informed that a report is being made if by doing so the child will be placed at further risk or if the family's knowledge of the report could impair Tusla's ability to carry out an assessment. Also, it is not necessary to inform the family if the person making the report reasonably believes it may place them at risk of harm from the family. Consideration should be given to who is the most appropriate person to talk to parents/guardians.

In addition

- The member of staff, tutor and/or volunteer in the Seosamh Mac Gabhann Summer School that expressed the concern about a child's welfare will be kept informed.
- Children First: National Guidance for the Protection and Welfare of Children states that if a Designated Liaison Person decides not to report a concern to Tusla, the following steps should be taken:
 - The reasons for not reporting are to be recorded;
 - If any actions are taken as a result of the concern, these should be recorded;
 - The member of staff/tutor/volunteer who raised the concern should be given a clear written explanation of the reasons why the concern is not being reported to Tusla;
 - The member of staff/tutor/volunteer should be advised that if they remain concerned about the situation, they are free to make a report to Tusla or An Garda Síochána. The member of staff/tutor/volunteer who raised the concern should also be reassured that if they do choose to further pursue the matter, they are covered by the Protections for Persons Reporting Child Abuse Act 1998 including protection from civil liability and penalisation by an employer, apply once they communicate 'reasonably and in good faith'.
- If a report is to be submitted to the Social Worker Department of Tusla's Children and Family Services or to An Garda Síochána, the Designated Liaison Person will inform the primary carers - unless doing so would put

the child at further risk (Children First: National Guidance for the Protection and Welfare of Children (2011), Paragraph 3.2.9.).

- It is essential that at all times the matter is treated in a confidential manner.
- Professionals and Designated Liaison Persons cannot report anonymously. Similarly, mandated persons may not report anonymously as to do so does not discharge the statutory obligations for a mandated person under the Children First Act 2015. Seeking anonymity Tusla will respect the wishes of non-professionals reporting concerns in good faith who ask to remain anonymous in as much as possible, but cannot give a guarantee of absolute confidentiality. The Data Protection Acts and Freedom of Information Acts allow the withholding of information in certain circumstances, however, should the information be sought directly within legal proceedings, there is no guarantee it will not be released. [There are legal protections for persons reporting child protection concerns, including The Protection for Persons Reporting Child Abuse Act 1998.] (Appendix 5)

RECORD KEEPING AND SHARING INFORMATION

- All details in relation to a child protection or welfare concern including the date, time, persons involved in the concern, disclosure or incident and actions and outcomes will be recorded and held securely by the Designated Liaison Person. As much information as possible will be obtained to establish the grounds for concern. With each individual case, whether or not a formal report was made to Tusla's Children and Family Services: Social Work Service and the reasons for doing so, or not doing so, will also be noted.
- The Seosamh Mac Gabhann Summer School has a policy of cooperating fully with Tusla's Children and Family Services on sharing records where a child welfare or protection issue arises.
- Records will only be used for the purpose for which they are intended.
- Information regarding concern will be shared on a 'need to know' basis and always in the best interests of the child.
- Due to confidentiality, funding organisations of the Seosamh Mac Gabhann Summer School will not be notified of allegations of abuse unless directed to do so by TUSLA/ An Garda Síochána.
- Access to records and the extent to which information will be shared will be managed by the Designated Liaison Person and the Chairperson.
- Records are stored in a locked filing cabinet in Kilmovee Family Resource Centre.
- Child Protection Records will be retained indefinitely.
- Child protection records will be updated as required and reviewed regularly by the Designated Liaison Person.

CONFIDENTIALITY

- Where child protection and welfare concerns arise, information must be shared on a 'need to know' basis in the best interest of the child/young person with the relevant statutory authorities and with parents/guardians.
- No undertakings regarding secrecy can be given. Those working with children/young people and families and in adult services should make this clear to parents/guardians and to the child/young person.
- The proportionate provision of information to the statutory agencies necessary for the protection of a child is not a breach of confidentiality or data protection.
- Parents/guardians and children/young people have a right to know if personal information is being shared, unless doing so could put the child/young person at further risk or may put the reporter at risk.

TALKING TO PARENTS/GUARDIANS ABOUT CHILD PROTECTION OR WELFARE CONCERNS

Members of staff/tutors/volunteers may feel uncomfortable approaching a parent about a concern. You may have to discuss a concern about the welfare or protection of a child/young person or an issue which relates to the child/young person's developmental needs. The following best practice tips may be useful:

- Make sure parents/guardians have prior awareness of your guiding principles, procedures and duties to safeguard children.
- Be straightforward and clearly explain the nature of the concern or issue, e.g. by using facts and records of observations made.
- Think about the time and place to have the conversation. Find a time when parents/guardians are not in a hurry.
- Find a place that is quiet and allows privacy.
- Consider arranging to meet parents/guardians.
- Consider who is the best person/who are the best people to have the conversation with the parents/guardians.
- Use a calm and gentle tone, consider the language used.
- Start with positive comments and observations about the child/young person. Ensure that the parents/guardians know that you care about the welfare of their child and recognise their strengths.
- Refer to how the situation may be affecting the child/young person.
- Start with positive comments and observations about the parents/guardians. Most parents/guardians are trying to do their best for their children and will appreciate your acknowledgement of how challenging parenting can be at times.
- Give the parents/guardians an opportunity to talk; ask them for an explanation and acknowledge their feelings.
- Take the approach that you are working together to address any issues in the best interests of the child/young person.
- Don't blame, don't get defensive and don't take things personally.
- Ensure that you are supportive but also address the issue.
- Refer to your guiding principles and child safeguarding procedures for support.
- Offer possible solutions, where appropriate.
- Advise parents/guardian, show you plan to follow up and keep them informed and involved, where appropriate. Where it is not possible to contact the parents/guardians to discuss a concern you may need to discuss the concern with the DLP or Tusla duty social worker.
- Remember if a report needs to be made to Tusla, do not delay.

It is best practice that parents/guardians are informed if a report is to be made to Tusla, unless doing so might further endanger the child, impair Tusla's ability to carry out a risk assessment or put the reporter at risk of harm (Children First: National Guidance for the Protection and Welfare of Children).

RESPONDING TO A CHILD/YOUNG PERSON WHO DISCLOSES ABUSE:

A child or young person may disclose to a member of staff/tutor/ volunteer that they have been or are being harmed or abused. Children/young people will often have different ways of communicating that they are being abused. If a child or young person hints at or tells a staff/tutor/ volunteer that he or she is being harmed by someone, be it a parent/carer, another adult or by another child/young person (peer abuse), it should be treated in a sensitive way. Remember, a child/young person may disclose abuse to you as a trusted adult at any time during your work with them. It is important that you are aware and prepared for this.

- Be as calm and natural as possible.
- Remember that you have been approached because you are trusted and possibly liked. Do not panic.

- Be aware that disclosures can be very difficult for the child/young person.
- Remember, the child or young person may initially be testing your reactions and may only fully open up over a period of time.
- Listen to what the child/young person has to say. Give them the time and opportunity to tell as much as they are able and wish to.
- Do not pressurise the child/young person. Allow him or her to disclose at their own pace and in their own language.
- Conceal any signs of disgust, anger or disbelief.
- Accept what the child or young person has to say – false disclosures are very rare.
- It is important to differentiate between the person who carried out the abuse and the act of abuse itself. The child/young person quite possibly may love or strongly like the alleged abuser while also disliking what was done to them. It is important therefore to avoid expressing any judgement on, or anger towards the alleged perpetrator while talking with the child/young person
- It may be necessary to reassure the child/young person that your feelings towards him or her have not been affected in a negative way as a result of what they have disclosed.
- Reassure the child/young person that they have taken the right action in talking to you.

When asking questions

- Questions should be supportive and for the purpose of clarification only.
- Avoid leading questions, such as asking whether a specific person carried out the abuse. Also, avoid asking about intimate details or suggesting that something else may have happened other than what you have been told. Such questions and suggestions could complicate the official investigation.

Confidentiality

Do not promise to keep secrets At the earliest opportunity, tell the child/young person that:

- You acknowledge that they have come to you because they trust you.
- You will be sharing this information only with people who understand this area and who can help. There are secrets which are not helpful and should not be kept because they make matters worse. Such secrets hide things that need to be known if people are to be helped and protected from further on-going hurt. By refusing to make a commitment to secrecy to the child/young person, you do run the risk that they may not tell you everything (or, indeed, anything) there and then. However, it is better to do this than to tell a lie and ruin the child/young person's confidence in yet another adult. By being honest, it is more likely that the child/young person will return to you at another time.

Responding to a disclosure

Things to say	Things not to say
I want to listen to what you have to say.	Wait until I get my manager so you can tell him/her too?
I am going to do my best to help you .	I can't do anything.
You did the right thing by telling me, this is what I am going to do next	I can't believe it, I'm shocked.
You are not to blame.	This is your fault.
Is there anything else you want to share?	Don't tell me anymore.

Think before you promise anything – do not make promises you cannot keep .At the earliest possible opportunity:

- Record in writing, in a factual manner, what the child/young person has said, including, as far as possible, the exact words used by the child/young person.
- Inform the DLP immediately and agree measures to protect the child/young person, e.g. report the matter directly to Tusla.
- Maintain appropriate confidentiality.

On-going support:

Following a disclosure by a child/young person, it is important that the member of staff/tutor/ volunteer continues in a supportive relationship with the child/young person. Disclosure is a huge step for a child/young person.

Members of staff/tutors/volunteers should continue to offer support, particularly by:

- Maintaining a positive relationship with the child/young person;
- Keeping lines of communication open by listening carefully to the child/young person;
- Continuing to include the child/young person in the usual activities.

Any further disclosure should be treated as a first disclosure and responded to as indicated above. Where necessary, immediate action should be taken to ensure the child/young person's safety.

RESPONDING TO ADULTS WHO DISCLOSE CHILDHOOD ABUSE

There are an increasing number of adults disclosing abuse that took place during their childhood. Often such disclosures come to light when people attend counselling. They also sometimes arise in adult services and services which work with parents/guardians and families.

- Where such a disclosure is made it is essential to establish whether there may be current risk to any child or young person who may be in contact with the alleged abuser revealed in the disclosure. This is important even where the children/young people about whom there may be a concern are still to be identified. If any risk is deemed to exist to a child/young person who may be in contact with an alleged abuser, the Seosamh Mac Gabhann Summer School's child protection and welfare reporting procedure should be followed; any mandated person/DLP should report the allegation to Tusla without delay. (See Children First: National Guidance for the Protection and Welfare of Children and the Child Protection and Welfare Practice Handbook for further information).
- Certain professionals who work with adults are mandated persons and have a statutory obligation to report concerns of harm which meet or exceed the threshold for 'harm' as defined in the Children First Act 2015(see Children First: National Guidance for the Protection and Welfare of Children for further information).
- The requirement to report such concerns should be made explicit to the client, prior to commencement of work, for example in a therapy or counselling contract.
- If you are unsure about whether to report or not, consult with your DLP or the Tusla Duty Social Work Service in your area.
- Reports by adults of childhood abuse will be assessed by Tusla. If there are on-going child protection concerns Tusla will take necessary actions to ensure any child who may be at risk of harm is protected.
- The Retrospective Abuse Report Form (RARF) should be used to report disclosures of childhood abuse by adults. The form is available on the Tusla website, www.tusla.ie.

Procedure for the management of allegations of abuse or misconduct against staff/volunteers/tutors of a child availing of our services. (Section 3.2 of Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice)

An allegation of abuse may relate to a person who works with children who has:

- Behaved in a way that has or may have harmed a child/young person;
 - Possibly committed a criminal offence in relation to a child/young person;
 - Behaved towards a child/young person or children/young people in a way that indicates they may pose a risk of harm to a child/young person;
 - Behaved in a way that is contrary to the organisation's code of behaviour for workers and volunteers;
 - Behaved in a way that is contrary to professional practice guidelines.
-
- If an allegation is made against a member of staff/tutor/volunteer in the Seosamh Mac Gabhann Summer School, everyone involved must be dealt with appropriately and in accordance with the organisation's guiding principles and child safeguarding procedures, the rules of natural justice and any relevant employment law.
 - The Seosamh Mac Gabhann Summer School has a dual responsibility in respect of both the child/young person and the member of staff/tutor/volunteer. There are two separate procedures to be followed:
 - The reporting procedure to Tusla in respect of the child/young person and the alleged abuser;
 - The internal personnel procedure for dealing with the staff/tutor/volunteer.
 - The priority is to protect the child/young person while taking account of the staff/tutor/volunteer's right to due process. 'Protective measures' do not presume guilt.
 - In the Seosamh Mac Gabhann Summer School the same person does not have responsibility for dealing with the child protection reporting procedure and the employment/contractual issues.
 - The agreed reporting procedure should be followed by mandated persons and/or the DLP. The Chairperson of the Board will manage procedures relating to employment issues (including any internal investigation).
 - When an allegation is made against a member of staff/tutor/volunteer a quick resolution should be sought for the benefit of all concerned.
 - The procedures for dealing with allegations of abuse against workers/volunteers should be objectively applied in a consistent manner.
 - All stages of the process must be recorded.
 - Care must be taken by the employer to ensure that any actions or investigations do not prejudice or compromise the statutory investigation or assessment.
 - Close liaison should be maintained between the employer and Tusla and An Garda Síochána (where appropriate).

REPORTING ALLEGATIONS OF ABUSE MADE AGAINST A MEMBER OF STAFF/TUTOR/VOLUNTEER TO TUSLA

- The agreed reporting procedure should always be followed by mandated persons and/or the DLP.
- In addition:
 - Management must be alerted to the allegation by the reporter, whether mandated person or DLP;
 - The first priority is for the safety of the child/young person; management must make sure no child or young person is exposed to unnecessary risk;
 - Parents/guardians should be informed of any action planned while having regard to the confidentiality rights of others, such as the person against whom the allegation has been made. Tusla's National Policy and Procedure for Responding to Allegations of Abuse and Neglect will be applied by Tusla when assessing allegations of abuse made against workers or volunteers.

EMPLOYING INTERNAL PERSONNEL PROCEDURES FOR DEALING WITH A MEMBER OF STAFF/TUTOR/ VOLUNTEER

In the context of an allegation of abuse against a member of staff/tutor/volunteer, the Seosamh Mac Gabhann disciplinary procedures should ensure that fair procedure is followed.

- In making an immediate decision about the member of staff/tutor/volunteer's presence in the organisation, the employer should as a matter of urgency take any measures necessary to protect the child/young person. These should be proportionate to the level of risk to the child/young person; 'protective measures' do not presume guilt.
- The employer should privately inform the member of staff/tutor/volunteer that an allegation has been made against him or her and the nature of the allegation.
- The worker/volunteer should be afforded an opportunity to respond. The employer should note the response and pass on this information if making a formal report to Tusla. The worker/volunteer should be offered the option to have representation at this stage and should be informed that any response may be shared with Tusla.
- While Tusla will not provide advice on employment matters, advice and consultation with regard to risk to children/young people can be sought from the local Tusla social work office
- The employer should ensure that actions taken by the organisation do not frustrate or undermine any investigations or assessments undertaken by Tusla or An Garda Síochána. The organisation should liaise closely with the investigating bodies to ensure this.
- The requirements of fair procedure and natural justice mean that Tusla usually will not share the detail of any assessment regarding allegations of abuse against member of staff/tutor/volunteer until the member of staff/tutor/volunteer has had an opportunity to fully respond to the allegation and any findings and decisions of Tusla.
- Members of staff/tutors/volunteers working with children/young people may feel vulnerable to accusations of child abuse. There may have been occasions when erroneous or untrue allegations have been made against workers/volunteers. This might have been because of a misunderstanding of what has happened or a genuine mistake. Any allegation of abuse against a worker/volunteer should be dealt with sensitively and support provided by the organisation for both the worker or volunteer who allegedly abused a child/young person and the worker or volunteer who reported the alleged abuse. Appropriate levels of confidentiality must be ensured.

DISCIPLINARY PROCEDURES

- Disciplinary procedures are essential in the overall response to a failure by a member of staff/tutor/volunteer to meet the expected standard of work or behaviour in their working practice. The steps in the Seosamh Mac Gabhann Summer School Disciplinary Procedures are
 - Verbal Warning
 - First Written Warning
 - Second Written Warning
 - Final Written Warning
 - Dismissal
- Disciplinary procedures may be instituted when:
 - There is a complaint made about a member of staff/tutor/ volunteer;
 - There is an allegation of abuse made against a worker or volunteer
- Any person subject to disciplinary procedures is entitled under fair procedure to:
 - Have clear information in respect of the complaint;
 - Copies of any documentation used in decision making;
 - An opportunity to provide their account and for this to be considered before any conclusions are drawn;
 - Have conclusions and decisions set out in writing;

- A right of appeal.
- If the feels that the disciplinary action taken against them is wrong or unjust they have the right to appeal against the decision. An appeals procedure should be developed as part of the disciplinary procedure.

DEALING WITH A CONCERN ABOUT ANOTHER MEMBER OF STAFF/TUTOR/VOLUNTEER:

- It is important that if a member of staff/tutor/volunteer has a concern about the behaviour of another member of staff/tutor/volunteer that they report these concerns to the Designated Liaison Person.
- Where the concern relates to the DLP, reports should be made to the Chairperson of the Seosamh Mac Gabhann Summer School.
- The Seosamh Mac Gabhann Summer School should create an open and supportive environment where members of staff/tutors/volunteers feel comfortable and safe to pass on these types of concerns.
- Concerns about colleagues' behaviour may relate to:
 - Conduct which may breach professional standards or codes of ethics;
 - Suspected or witnessed abuse.
- The concern about another member of staff/tutor/volunteer will be dealt with through the procedure for responding to allegations of abuse against members of staff/tutors/volunteers.
- Where a member of staff/tutor/volunteer has a concern about a colleague they should: f
 - Bring it to the attention of the DLP
 - Keep a record of the concern. The DLP will consider if the concern constitutes a child protection concern, if so he/she must follow the Seosamh Mac Gabhann reporting procedures for child protection or welfare concerns. It will also be necessary to follow the Seosamh Mac Gabhann procedure for responding to allegations of abuse against workers and volunteers.
 - Where the member of staff/tutor/volunteer feels their concerns have not been given due regard within the organisation or feels nervous or worried about bringing the concern to the attention of the DLP they should contact Tusla or An Garda Síochána directly. If the concern does not need to be reported to Tusla (i.e. does not meet reasonable grounds for concern), it may still need to be addressed by the DLP with the member of staff/tutor/volunteer. This would be the case, for example, if the concern related to poor practice rather than abusive behaviour.

Behaviours by a member of staff/tutor/volunteer that may cause concern include when a member of staff/tutor/volunteer:

- Is secretive and evasive about their activities and time spent with children and young people;
- Creates opportunities to spend significant amounts of time away from other members of staff/tutors/volunteers and with a single child or children/young people on a regular basis,
- Seeks out vulnerable children and young people;
- Has an unusual amount of physical contact with a child or children;
- Touches a child or children in an inappropriate way;
- Talks to a child or children in an inappropriate way;
- Excludes a particular child or children from activities;
- Disciplines a child or children inappropriately or punishes a child or children harshly;
- Handles children/young people roughly;
- Teases, taunts, insults or makes derogatory remarks about or to a child/young person;
- Restrains a child/young person as a way of punishment;
- Sexually harasses or uses sexual innuendo; x Humiliates and/or embarrasses children/young people;
- Deprives children/young people of their basic rights;
- Inappropriately uses social media;
- Bullies children/young people.

**Procedure for the safe recruitment and selection of staff/volunteers/tutors to work with children.
(Section 4.1 of Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice).**

SAFE RECRUITMENT AND SELECTION

- The Seosamh Mac Gabhann Summer School will take all reasonable steps to ensure that only suitable people are recruited to work with children and young people by adopting and consistently applying a safe and clearly defined method of recruiting members of staff/tutors/ volunteers.
- Job/role descriptions are given for paid/unpaid positions. Job/role descriptions describe the range of duties required by each role.
- All tutors must consent to Garda Vetting. Garda Vetting is helpful in gathering information about the preferred applicant's history to help determine suitability. Under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is a crime to employ someone in certain work or activities without undertaking Garda Vetting.
- Induction of new member of staff/tutors/volunteers on the Seosamh Mac Gabhann policies and procedures in particular the guiding principles and child safeguarding procedures will be carried out.

VETTING BY THE NATIONAL VETTING BUREAU

- Under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 all people working with children and vulnerable adults are required to undergo vetting.
- The Seosamh Mac Gabhann Summer School will vet applicants who will be working directly with children with the National Vetting Bureau prior to appointment and commencement of work. The Seosamh Mac Gabhann Summer School is responsible for deciding on the suitability of individuals, based on the information received under a vetting application, giving due regard to the organisation's needs, client group and ethos.
- Information received about applicants will be treated as highly sensitive and confidential. It will be stored securely (Family Resource Centre) and accessible only to specified individuals within the organisation (Chairperson).
- Where information arising from a vetting application leads the Seosamh Mac Gabhann Summer School to exclude a particular applicant, they must be informed of the reason for the decision and afforded an opportunity to appeal. Further information on vetting can be accessed from the National Vetting Bureau's website, <https://vetting.garda.ie/>.
- In line with data protection legislation, information from the National Vetting Bureau should only be retained when necessary and must be stored securely with secured access.
- Re-vetting will occur every 3 years.
- The Seosamh Mac Gabhann Summer School completes Garda Vetting through CAIRDEAS FRC.

Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm. (Section 4.2 of Tusla’s Child Safeguarding: A Guide for Policy, Procedure and Practice).

DEVELOPING A CHILD SAFEGUARDING TRAINING STRATEGY

The aim of child safeguarding training is to provide:

- Guidance on how to recognise child abuse;
- Guidance on responding appropriately to child protection or welfare concerns;
- Information on the importance of working together to protect children/young people;
- Information on the importance of agencies developing effective child safeguarding policies, procedures and practices;
- Information on Seosamh Mac Gabhann Summer School’s guiding principles and child safeguarding procedures.

Management is responsible for ensuring that all member of staff/tutors/volunteers are trained in the recognition of the signs of abuse, understand their responsibilities to safeguard children and know the procedures to follow.

TRAINING STRATEGY

- The DLP and DLP will attend Child Protection Training.
- The DLP will complete the Children First e-learning programme called Introduction to Children First.
- A copy of the Seosamh Mac Gabhann Summer School Child Safeguarding Statement and Procedures is available to all members of staff, volunteers and tutors and is displayed on the premises and is available on the website.

ENSURING SAFEGUARDING TRAINING IS CONSISTENT WITH CHILDREN FIRST

- The Seosamh Mac Gabhann Summer School will ensure that the content of any training accessed or delivered is consistent with Children First: National Guidance for the Protection and Welfare of Children, the Children First Act 2015 and this Guide.
- Tusla’s Best Practice Principles for Organisations in Developing Children First Training Programmes (available at www.tusla.ie) may be of assistance to organisations reviewing or developing training programmes.
- Tusla also provides a universal Children First e-learning programme, called Introduction to Children First. It covers recognising and reporting child abuse, the role of mandated persons, including mandated assisting, and the responsibilities of organisations working with children to safeguard children using their services. The e-learning programme can be completed on the Tusla website (www.tusla.ie).

KEEPING TRAINING RECORDS

The Seosamh Mac Gabhann Summer School will gather and retains a record of training information including:

- Date and name of training programmes delivered e.g. child safeguarding training, DLP training, refresher training, etc.);
- Names of those who attended and their position within the organisation;
- The names of the trainers who delivered the programme and the organisation they were from.

- A signed receipt of all member of staff/tutors/volunteers who have been given a copy/access to the Seosamh Mac Gabhann Summer School's declaration of guiding principles and child safeguarding procedures.

SAFE MANAGEMENT OF ACTIVITIES:

Part of keeping children and young people safe and reducing the likelihood of harm is having clear guidelines in place regarding how activities are organised and run. The Seosamh Mac Gabhann Summer School will:

- Keep a register of children and young people
- Have criteria for membership of the organisation;
- Have a registration system for each child/young person;
- Keep a record on each child/young person, including address and family contact numbers;
- Keep medical details, any individual needs and emergency contact telephone numbers accessible.

MAINTAINING GOOD RECORD KEEPING

The Seosamh Mac Gabhann Summer School will keep up-to-date records of the following:

- Attendance;
- Accidents
- Incidents;
- Consent forms;
- Any complaints or grievances.

HEALTH AND SAFETY RESPONSIBILITIES

The Seosamh Mac Gabhann Summer School will ensure that:

- Any buildings being used are safe and meet required standards;
- There is sufficient heating and ventilation;
- Toilets facilities are to standard and meet the accessibility requirements of all members;
- Fire precautions are in place;
- First aid facilities and equipment are adequate;
- There is access to a phone;
- Equipment is checked regularly;
- Insurance cover is adequate.

ACCIDENTS AND INCIDENTS:

The Seosamh Mac Gabhann Summer School will ensure that:

- Activities being undertaken are suitable for the abilities, ages and experience levels of the participants
- Equipment and facilities meet appropriate safety and quality standards and are appropriate to the needs of the participants.
- Activities are risk assessed and that appropriate responses to identified risks are planned and implemented.
- Any injuries should be recorded with a note of the action taken. An accident/incident book is in operation.
- Parents/guardians should be notified by the appropriate person of injuries/illnesses which occur while children/young people are participating in an activity.
- Insurance cover is adequate to the organisation's needs.

SAFE SUPERVISION OF CHILDREN AND YOUNG PEOPLE:

Children/young people are less likely to experience accidents or incidents if they are supervised properly. Activities should be organised to maximise participation, fun and learning in a way that minimises risk. The Seosamh Mac Gabhann Summer School will ensure that:

- Children/young people are not left unattended;
- Adequate numbers of staff/tutors/volunteers are available to supervise the activities
- Staff/tutors/volunteers know at all times where children/young people are and what they are doing;
- Dangerous behaviour is never allowed.

USE OF PHOTOGRAPY, VIDEO AND/OR SOCIAL/DIGITAL MEDIA

Taking pictures and video footage and transmitting these to friends and family members has become a feature of everyday life. Social media sites are now commonly used to display images and videos and provide personal information. Information and communication technology (ICT) forms an important platform for communication which is commonly used by adults and children/young people alike. It is important when working with children and young people to ensure that the use of digital media and ICT is consensual, ethical and that it is not misused to cause harm to an individual.

Child protection issues and sensitivity towards identity theft have presented challenges to all those involved with recording images of people for promotional purposes. In the same way that video and audio recordings require authorisation and permissions at competitions, it is also important to follow the proper procedures in photographing young persons. Written consent is sought from the parents of children attending the Summer School by the Seosamh Mac Gabhann Summer School Committee and where consent is granted photographs / videos may be used in media to promote the activities of the Summer School. The Seosamh Mac Gabhann Summer School will have designated photographers to take photographic / video images in line with these procedures.

CODE OF PRACTICE FOR BEHAVIOUR BETWEEN STAFF AND YOUNG PEOPLE

The Seosamh Mac Gabhann Summer School promotes a child centred-approach to creating a safe environment for children and young people. Staff, tutors and volunteers are provided with clear good practice guidelines on what is acceptable behaviour when working with children and young people. (Appendix 4)

Staff/Tutors/Volunteers **will:**

- Behave in a respectful manner towards children
- Listen to and value children's opinions and beliefs
- Include children in appropriate decision making
- Create a safe, inclusive, accessible environment
- Recognise and nurture the individual potential of all children
- Use encouragement and praise to positively develop confidence and self worth

Staff/Tutors/Volunteers will not:

- Bully children
- Spend excessive amounts of time alone with children away from others. Meeting with individual children or young people will take place as openly as possible
- Shout at or show aggression towards children
- Subject children to any form of verbal, physical, emotional or sexual abuse
- Exclude children from groups or activities because of difference
- Show favouritism towards individuals
- Have inappropriate physical contact with children
- Tell jokes of a racist, sexual or derogatory nature
- Refuse to act on a child welfare concern about someone in their care
- Engage in slagging or joking that belittles children.

Touching:

- Touching will be in response to the need of the child and not the need of the adult
- Touching should always be with the child's permission – resistance from the child will be respected
- Breasts, buttocks and groin should always be avoided
- Touching should be open and not secretive
- Any touching should be governed by the developmental stage of the child
- Tasks of a personal nature will only be undertaken with the utmost of discretion in an emergency situation; for very young children or disabled children and always with the full understanding and consent of the parents.

Communication:

- All communication, including electronic email and text, between staff/tutors/volunteers and children will be appropriate and will only be done with parental consent;
- Communications will not contain inappropriate images or text that might be construed as pornographic, racist, derogatory or contain innuendo or material that in any way might be inappropriate or offensive

Managing Challenging Behaviour:

- The Seosamh Mac Gabhann Summer School has a Code of Behaviour in place which outlines strategies in place to manage challenging behaviour.

EQUALITY STATEMENT :

The Seosamh Mac Gabhann Summer School is committed to providing equal opportunities for all children and young people regardless of their gender, age, culture, disability, religious beliefs, family status, sexual orientation or membership of the Traveller community.

ORGANISING ACTIVITIES/EVENTS/DAY TRIPS:

- Appropriate transport arrangement will be made for all activities
- Activities will be age appropriate
- Registration forms, parental consent forms etc will be provided as required. (Appendix 6)
- Incident/accident procedures and safety procedures will be used to ensure the safety and protection of children and young people.
- Clear lines of communication between organisers and parents/guardians regarding attendance, location, drop-off and pick-up, durations of activities will be agreed.

Procedure for maintaining a list of persons (if any) in the relevant service who are Mandated Persons. (Section 2.3 of Tusla’s Child Safeguarding: A Guide for Policy, Procedure and Practice).

MANDATED PERSONS

- Under the Children First Act 2015, certain classes of professionals are designated as mandated persons.
- Under the Children First Act 2015, mandated persons have a statutory obligation to report concerns which meet or exceed a particular threshold and to cooperate with Tusla in the assessment of mandated reports, where requested to do so.
- Section 14(1) of the Children First Act 2015 states: “...where a Mandated Persons knows, believes or has reasonable grounds to suspect, on the basis of information that he or she has received, acquired or becomes aware of in the course of his or her employment or profession as such a mandated person, that a child— (a) has been harmed, (b) is being harmed, or (c) is at risk of being harmed, he or she shall, as soon as practicable, report that knowledge, belief or suspicion, as the case may be, to [Tusla].”
- Also, Section 14(2) of the Children First Act 2015 places statutory obligations on mandated persons to report any disclosures made by a child: “Where a child believes that he or she— (a) has been harmed, (b) is being harmed, or (c) is at risk of being harmed, and discloses this belief to a mandated person in the course of a mandated person’s employment or profession as such a person, the mandated person shall, ... as soon as practicable, report that disclosure to [Tusla].”
- The Children First Act 2015 requires all providers of relevant services to have a procedure in place to maintain a list of any mandated persons in their organisation.
- Workers who are mandated persons should be made aware of their responsibilities under the legislation at commencement of their employment.
- If reporting independent of the organisational DLP, the mandated persons should inform the DLP that a report under the Children First Act 2015 has been made.
- It is important to note that the statutory obligation of mandated persons to report under the Children First Act 2015 must be discharged by the mandated person and cannot be discharged by the DLP on their behalf.
- Mandated persons can make a joint mandated report with their DLP or another person, mandated or otherwise.
- Where a mandated person has a concern that they believe does not reach the threshold for a mandated report, they should consider whether the concern meets reasonable grounds for concern. If the mandated person thinks the concern does meet reasonable grounds for concern, they should report the concern to their DLP. The mandated person retains their right to report independently, should the DLP choose not to report the concern. The provisions of the Protections Protection for Persons Reporting Child Abuse Act 1998 would apply in this circumstance.
- Under the Children First Act 2105 there is a statutory requirement for mandated persons to assist Tusla in the assessment of risk of mandated reports, where requested to do so. “The Children First Act 2015 provides that all mandated persons can be asked by Tusla to provide any necessary and proportionate assistance to aid Tusla in assessing the risk to a child arising from a mandated report. The mandated person must comply with this request, regardless of who made the report. Tusla accepts the time limitations and pressures on other professionals and will use mandated assisting only when necessary and only to the extent needed by each specific case. Mandated assistance may include a request to supply further information over the phone, produce a verbal or written report or attend a meeting.” (Children First: National Guidance for the Protection and Welfare of Children) Tusla’s Mandated Assisting Protocol for Tusla Staff can be found on the website, www.tusla.ie. Information that Tusla shares with another person in the course of carrying out an assessment must not be disclosed to a third party, unless Tusla considers it appropriate and authorises in writing that the information may be shared. Failure to comply with this provision is an offence under section 17 of the Children First Act 2015.

SCHEDULE OF MANDATED PERSONS UNDER THE CHILDREN FIRST ACT 2015

Schedule 2 of the Children First Act 2015 specifies the following classes of persons as mandated persons for the purposes of the Act:

1. Registered medical practitioner within the meaning of section 2 of the Medical Practitioners Act 2007.
2. Registered nurse or registered midwife within the meaning of section 2(1) of the Nurses and Midwives Act 2011.
3. Physiotherapist registered in the register of members of that profession.
4. Speech and language therapist registered in the register of members of that profession.
5. Occupational therapist registered in the register of members of that profession.
6. Registered dentist within the meaning of section 2 of the Dentists Act 1985.
7. Psychologist who practises as such and who is eligible for registration in the register (if any) of members of that profession.
8. Social care worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register of that profession.
9. Social worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register (if any) of that profession.
10. Emergency medical technician, paramedic and advanced paramedic registered with the Pre-Hospital Emergency Care Council under the Pre-Hospital Emergency Care Council (Establishment) Order 2000 (S.I. No. 109 of 2000).
11. Probation officer within the meaning of section 1 of the Criminal Justice (Community Service) Act 1983.
12. Teacher registered with the Teaching Council.
13. Member of An Garda Síochána.
14. Guardian ad litem appointed in accordance with section 26 of the Child Care Act 1991.
15. Person employed in any of the following capacities:
 - (a) manager of domestic violence shelter;
 - (b) manager of homeless provision or emergency accommodation facility;
 - (c) manager of asylum seeker accommodation (direct provision) centre;
 - (d) addiction counsellor employed by a body funded, wholly or partly, out of moneys provided by the Oireachtas;
 - (e) psychotherapist or a person providing counselling who is registered with one of the voluntary professional bodies;
 - (f) manager of a language school or other recreational school where children reside away from home;
 - (g) member of the clergy (howsoever described) or pastoral care worker (howsoever described) of a church or other religious community;
 - (h) director of any institution where a child is detained by an order of a court;
 - (i) safeguarding officer, child protection officer or other person (howsoever described) who is employed for the purpose of performing the child welfare and protection function of religious, sporting, recreational, cultural, educational and other bodies and organisations offering services to children;
 - (j) child care staff member employed in a pre-school service within the meaning of Part VIIA of the Child Care Act 1991;
 - (k) person responsible for the care or management of a youth work service within the meaning of section 2 of the Youth Work Act 2001.
16. Youth worker who— 91
 - a) holds a professional qualification that is recognised by the National Qualifications Authority in youth work within the meaning of section 3 of the Youth Work Act 2001 or a related discipline, and
 - b) is employed in a youth work service within the meaning of section 2 of the Youth Work Act 2001. 1
17. Foster carer registered with Tusla.
18. A person carrying on a pre-school service within the meaning of Part VIIA of the Child Care Act 1991.

Procedure for appointing a relevant person. (Section 2.4 of Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice).

- If your organisation is a provider of a relevant service under the Children First Act 2015 you are required to appoint a relevant person.
- The relevant person is the first point of contact in relation to the Child Safeguarding Statement; their name and contact details should be included in the Child Safeguarding Statement.
- The relevant person of the Seosamh Mac Gabhann Summer School is appointed by the Committee.
- The relevant person of the Seosamh Mac Gabhann Summer School is Michelle Jordan.

Procedure for Comments and Complaints

The Seosamh Mac Gabhann Summer School promotes best practice and welcomes feedback at all times. We would encourage people to address their comments/concerns to us as soon as possible – as this will facilitate us to address the matter most effectively.

- Informal comments or complaints should initially be addressed to the person(s) in question;
- Alternatively the DLP Michelle Jordan or the chairperson of the Seosamh Mac Gabhann Summer School, Fergal Smyth can be contacted. S/he will be responsible for directing the complaints / comments to the appropriate person;
- All comments or complaints will be treated properly, fairly and impartially;
- If the complaint relates to the safety and welfare of a child, it will be dealt with in accordance with this child protection and welfare policy and procedures;
- Where a complainant feels that their comment / complaint has not been addressed satisfactorily through the informal process outlined above, the comment / complaint should be put on a formal basis using the template provided in Appendix 7. Where possible formal complaints / comments should be made in writing;
- Complaints / comments will be acknowledged immediately and responded to in detail within 20 working days of receipt of the written comment or complaint;

APPENDIX 1

DEFINITIONS AND INDICATORS OF CHILD ABUSE

1. NEGLECT

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to, and affection from adults and / or medical care. Neglect generally becomes apparent in different ways over a period of time rather than at one specific point.

Harm can be defined as the ill-treatment or impairment of the health or development of a child. Whether it is significant is determined by the child's health and development as compared to that which could reasonably be expected of a child of similar age. The threshold of significant harm is reached when the child's needs are neglected to the extent that his / her well-being and / or development are severely affected.

INDICATORS OF NEGLECT

- Abandonment or desertion;
- Children persistently being left alone without adequate care and supervision;
- Malnourishment, lacking food, inappropriate food or erratic feeding;
- Lack of warmth;
- Lack of adequate clothing;
- Inattention to basic hygiene;
- Lack of protection and exposure to danger, including moral danger or lack of supervision appropriate to the child's age;
- Persistent failure to attend school;
- Non-organic failure to thrive i.e. child not gaining weight due not only to malnutrition but also to emotional deprivation;
- Failure to provide adequate care for the child's medical and developmental problems;
- Exploited, overworked;
- Behavioural signs e.g. overactive, aggressive, poor coping skills, impulsive behaviour, indiscriminate friendliness, withdrawn, poor social skills development, bed wetting, soiling or destructive behaviours, substance misuse, running away, sexual promiscuity, self harm, offending behaviours.

Further detail available from: *Children First: National Guidance for the Protection and Welfare of Children*, Department of Children and Youth Affairs 2011 and *Child Protection and Welfare Practice Handbook*, HSE 2011.

2. EMOTIONAL ABUSE

Emotional abuse is normally to be found in the relationship between a parent / carer and a child rather than in a specific event or pattern of events. It occurs when a child's developmental need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.

Emotional abuse can be manifested in terms of the child's behavioural, cognitive, affective or physical functioning. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent / carer.

INDICATORS OF EMOTIONAL ABUSE

- Rejection
- Lack of comfort and love
- Lack of attachment
- Lack of proper stimulation e.g. fun and play
- Lack of continuity of care e.g. frequent moves, particularly unplanned
- Continuous lack of praise and encouragement
- Serious over-protectiveness
- Inappropriate non-physical punishment e.g. locking in rooms
- Family conflicts and / or violence
- Every child who is abused sexually, physically or neglected is also emotionally abused
- Inappropriate expectations of a child relative to his / her age and stage of development.

Further detail available from: *Children First: National Guidance for the Protection and Welfare of Children*, Department of Children and Youth Affairs 2011 and *Child Protection and Welfare Practice Handbook*, HSE 2011.

3. PHYSICAL ABUSE

Physical abuse of a child is that which results in actual or potential physical harm from an interaction or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.

INDICATORS OF PHYSICAL ABUSE

- Bruises
- Fractures
- Swollen joints

- Burns / scalds
- Abrasions / lacerations
- Haemorrhages
- Damage to body organs
- Poisonings – repeated (prescribed drugs, alcohol)
- Failure to thrive
- Coma / unconsciousness
- Death.

Further detail available from: *Children First: National Guidance for the Protection and Welfare of Children*, Department of Children and Youth Affairs 2011 and *Child Protection and Welfare Practice Handbook*, HSE 2011.

4. SEXUAL ABUSE

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others.

EXAMPLES OF SEXUAL ABUSE INCLUDE THE FOLLOWING:

- Any sexual act intentionally performed in the presence of a child;
- An invitation to sexual touching or intentional touching or molesting of a child's body whether by a person or object for the purpose of sexual arousal or gratification;
- Masturbation in the presence of a child or the involvement of a child in an act of masturbation;
- Sexual intercourse with a child, whether oral, vaginal or anal;
- Sexual exploitation of a child, which includes: - Inviting, inducing or coercing a child to engage in prostitution or the production of child pornography [for example, exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, videotape or other media) or the manipulation, for those purposes, of an image by computer or other means] - Inviting, coercing or inducing a child to participate in, or to observe, any sexual, indecent or obscene act - Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse;
- Exposing a child to inappropriate or abusive material through information and communication technology;
- Consensual sexual activity involving an adult and an underage person An Garda Síochána will deal with any criminal aspects of a sexual abuse case under the relevant criminal justice legislation. The prosecution of a sexual offence against a child will be considered within the wider objective of child welfare and protection. The safety of the child is paramount and at no stage should a child's safety be compromised because of concern for the integrity of a criminal investigation.

In relation to child sexual abuse, it should be noted that in criminal law the age of consent to sexual intercourse is 17 years for both boys and girls. Any sexual relationship where one or both parties are under the age of 17 is illegal. However, it may not necessarily be regarded as child sexual abuse. Details on exemptions for mandated reporting of certain cases of underage consensual sexual activity can be found in Chapter 3 of *Children First: National Guidance 2017*.

INDICATORS OF SEXUAL ABUSE

- Bleeding from the vagina / anus;
- Difficulty / pain in passing urine / faeces;
- An infection may occur secondary to sexual abuse which may or may not be a definitive sexually transmitted disease. Professionals should be informed if a child has persistent vaginal discharge or warts / rash in the genital area;
- Noticeable and uncharacteristic change in behaviour;
- Hints about sexual activity;
- Age-inappropriate understanding of sexual behaviour;
- Inappropriate seductive behaviour;
- Sexually aggressive behaviour with others;
- Uncharacteristic sexual play with peers / toys;
- Unusual reluctance to join in normal activities that involve undressing e.g. games / swimming.

Further detail available from: *Children First: National Guidance for the Protection and Welfare of Children*, Department of Children and Youth Affairs 2011 and *Child Protection and Welfare Practice Handbook*, HSE 2011.

APPENDIX 2

National contact details for Children and Family Services

Also listed on HSE website (www.hse.ie/go/socialworkers) and from HSE LoCall Tel. 1850 241850. These contact numbers may be updated from time to time. Please check HSE websites for latest information.

HSE Area	Address	Telephone No.
DUBLIN NORTH	Health Centre, Cromcastle, Coolock, Dublin 5	(01) 816 4200 (01) 816 4244
DUBLIN NORTH CENTRAL	Social Work Office, 22 Mountjoy Square, Dublin 1 Social Work Office, Ballymun Health Centre, Dublin 11	(01) 877 2300 (01) 846 7236
DUBLIN NORTH WEST	Health Centre, Wellmount Park, Finglas, Dublin 11 Social Work Department, Rathdown Road, Dublin 7	(01) 856 7704 (01) 882 5000
DUBLIN SOUTH EAST	Social Work Department, Vergemount Hall, Clonskeagh, Dublin 6	(01) 268 0320 (01) 2680333
DUBLIN SOUTH CITY	Duty Social Work Carnegie Centre, 21-25 Lord Edward Street, Dublin 2 Public Health Nursing, 21-25 Lord Edward Street, Dublin 2 Family Support Service, 78B Church House, Donore Avenue, Dublin 8	(01) 648 6555 (01) 648 6730 (01) 416 4441
DUBLIN SOUTH WEST	Milbrook Lawn, Tallaght, Dublin 24	(01) 452 0666 (01) 427 5000
DUBLIN WEST	Social Work Department, Bridge House, Cherry Orchard Hospital, Ballyfermot, Dublin 10	(01) 620 6387
DUBLIN SOUTH	Social Work Department, Our Lady's Clinic, Patrick Street, Dun Laoghaire, Co. Dublin	(01) 663 7300
CARLOW	Carlow Social Work Office, Ground Floor, St. Dymphna's Hospital, Athy Road, Co. Carlow	(059) 913 6587
CAVAN	HSE Community Child and Family Services, Drumalee Cross, Co. Cavan	(049) 437 7305 (049) 437 7306
CLARE	Clare Duty Social Worker, River House, Gort Road, Ennis, Co. Clare Social Work Department, Shannon Health Centre, Shannon, Co. Clare Social Work Department, Kilrush Health Centre, Kilrush, Co. Clare	(065) 686 3935 (Mon – Fri, 2pm - 5pm) (061) 718 400 (065) 905 4200
CORK	North Cork Social Work Department, 134 Bank Place, Mallow, Co. Cork North Lee Child Lee Social Work Department, (adjacent to Shopping Centre), Blackpool, Co. Cork South Lee Social Work Department, St. Finbarr's Hospital, Douglas Road, Cork West Cork Social Work Department, Coolnagarrane, Skibbereen, Co. Cork	(022) 54100 (021) 492 7000 (021) 492 3001 (028) 40447
DONEGAL	Links Business Centre, Lisfannon, Buncrana, Co. Donegal (East Team) Euro House, Killybegs Road, Donegal, Co. Donegal (West Team) Social Work Department, Millennium Court, Pearse Road, Letterkenny, Co. Donegal (East Central Team and West Central Team)	(074) 932 0420 (074) 972 3540 (074) 912 3672 (074) 912 3770
GALWAY	Galway City, Social Work Department, Local Health Office, 25 Newcastle Road, Galway, Co. Galway Galway County, Tuam Social Work Department, Health Centre, Vicar Street, Tuam, Co. Galway Loughrea Social Work Department, Health Centre, Loughrea, Co. Galway Ballinasloe Social Work Department, Health Centre, Brackernagh, Ballinasloe, Co. Galway Oughterard Social Work Department, Health Centre, Oughterard, Co. Galway	(091) 546366 (093) 37200 (091) 847820 (090) 964 6200 (091) 552200

KERRY	Social Work Department, HSE Community Services, Rathass, Tralee, Co. Kerry	(066) 712 1566
	Killarney Social Work Department, St. Margaret's Road, Killarney, Co. Kerry	(064) 663 6030
KILDARE	Social Work Department, St Mary's Craddockstown Road, Naas, Co. Kildare	(045) 873200 (045) 882 400
KILKENNY	Social Work Office – Child Care Department, Child Youth and Families, Carlow/Kilkenny, HSE South, St. Canice's Hospital, Dublin Road, Kilkenny, Co. Kilkenny	(056) 778 4057 (056) 778 4532
LIMERICK	Social Work Department, Ballynanty Health Centre, Ballynanty, Limerick (East Team), Co. Limerick	(061) 457 100
	Social Work Department Roxtown Health Centre, Roxtown Terrace, Old Clare Street, Limerick (East Team) , Co. Limerick	(061) 417 622 (061) 483 091
	Parkbeg Social Work Department, Parkbeg House, 2 Elm Drive, Caherdavin Lawns, Ennis Road, Limerick, Co. Limerick	(061) 206 820
	Social Work Department, Southill Health Centre, O'Malley Park, Southill, Limerick, Co. Limerick	(061) 209 985
	Newcastlewest Social Work Department, Newcastlewest Health Centre, Newcastle West, Co. Limerick.	(069) 62155
LAOIS	Social Work Department, Child and Family Centre, Portlaoise, Co. Laois	(057) 869 2567 (057) 869 2568
LEITRIM	Social Work Department, Community Care Office, Leitrim Road, Carrick on Shannon, Co. Leitrim	(071) 965 0324
LONGFORD	Social Work Department, Tivoli House, Dublin Road, Co. Longford	(043) 335 0584
LOUTH	Social Work Department, Local Health Care Unit, Wilton House, Stapleton Place, Dundalk, Co. Louth	(042) 939 2200
	Ballsgrove Health Centre, Ballsgrove, Drogheda, Co. Louth	(041) 983 8574 (041) 983 3163
MAYO	Ballina Social Work Team, Ballina Health Centre, Mercy Road, Ballina, Co. Mayo	(096) 21511 (096) 248 41
	Castlebar Social Work Team, St. Mary's Headquarters, Castlebar, Co. Mayo	(094) 902 2283
	Swinford Social Work Team, Swinford Health Centre, Aras Attracta, Swinford, Co. Mayo	(094) 905 0133
MEATH	Community Social Work Services, Enterprise Centre, Navan, Co. Meath	(046) 909 7817
	Community Social Work Services, Child and Family Centre, Navan, Co. Meath	(046) 907 8830
	Community Social Work Services, Dunshaughlin Health Care Unit, Dunshaughlin, Co. Meath	(01) 802 4102
MONAGHAN	Social Work Department, Local Health Care Unit, Rooskey, Co. Monaghan	(047) 30426 (047) 30427
OFFALY	Social Work Department, Derry Suite, Castlebuildings, Tara Street, Tullamore, Co. Offaly	(057) 937 0700
ROSCOMMON	Social Work Team, Abbeytown House, Abbey Street, Roscommon, Co. Roscommon	(090) 662 6732
	Social Work Team, Roscommon PCCC, Lanesboro' Road, Roscommon, Co. Roscommon (Roscommon Area)	(090) 663 7528 (090) 663 7529
	Social Work Team, Health Centre, Elphin Street, Boyle, Co. Roscommon (Boyle Area)	(071) 966 2087
	Social Work Team, New HSE Offices, Knockroe, Castlerea, Co. Roscommon (Castlerea Area)	(090) 663 7851 (090) 663 7842

SLIGO	Sligo Town and surrounding areas: Markievicz House, Barrack Street, Sligo, Co. Sligo South County Sligo: One Stop Shop, Teach Laighne, Humbert Street, Tubercurry, Co. Sligo	(071) 915 5133 (071) 912 0062
NORTH TIPPERARY	North Tipperary Duty Social Work Team, Civic Offices, Limerick Road, Nenagh, Co. Tipperary North Tipperary Child Protection Services: Social Work Department, Annbrook, Nenagh, Co. Tipperary St. Mary's Health Centre, Parnell Street, Thurles, Co. Tipperary	(067) 46 636 (067) 41 934 (0504) 24 609
SOUTH TIPPERARY	South Tipperary Child Protection Services: Social Work Team, South Tipperary Community Care Services, Western Road, Clonmel, Co. Tipperary	(052) 617 7302 (052) 617 7303
WATERFORD	Waterford: Social Work Service, Waterford Community Services, Cork Road, Co. Waterford Dungarvan and surrounding areas: Social Work Department, Dungarvan Community Services, St. Joseph's Hospital, Dungarvan, Co. Waterford	(051) 842827 (058) 20906
WESTMEATH	Social Work Department, Athlone Health Centre, Coosan Road, Athlone, Co. Westmeath Social Work Department, Child and Family Centre, St. Loman's, Springfield, Mullingar, Co. Westmeath	(090) 648 3106 (044) 934 4877
WEXFORD	Gorey Health Centre, Hospital Grounds, Gorey, Co. Wexford Enniscorthy Health Centre, Millpark Road, Enniscorthy, Co. Wexford New Ross Health Centre, Hospital Grounds, New Ross, Co. Wexford Social Work Department, Ely House, Ferrybank, Co. Wexford	(053) 943 0100 (053) 923 3465 Contact through Ely House below (053) 912 3522 Ext. 201
WICKLOW	Social Work Department, HSE Glenside Road, Wicklow Town, Co. Wicklow Bray: Social Work Department, The Civic Centre, Main Street, Bray, Co. Wicklow Delgany: Social Work Department, Delgany Health Centre, Delgany, Co. Wicklow	(0404) 60800 (01) 274 4180 (01) 274 4100 (01) 287 1482

APPENDIX 3

An Gardaí Síochána Contact Details	
Address	Ballyhaunis, Co. Mayo
Phone	(098) 49132
Office Hours	Mon – Fri: 10:00-13:00
Address	Charlestown, Co. Mayo
Phone	(094) 9254104
Office Hours	Mon – Fri: 10:00-12:00
Address	Claremorris, Co. Mayo
Phone	(094) 9372080
Office Hours	24/7
Address	Kilkelly, Co. Mayo
Phone	(090) 9367002
Office Hours	Mon – Fri: 10:00-12:00
Address	Knock, Co. Mayo
Phone	(094) 9388102
Office Hours	Mon – Fri: 10:00-13:00
Address	Kiltimagh, Co. Mayo
Phone	(094) 9381222
Office Hours	Mon – Fri: 10:00-12:00
Address	Swinford, Co. Mayo
Phone	(094) 9252990
Office Hours	24/7
Address	Ballaghaderreen, Co. Roscommon
Phone	(094) 9860002
Office Hours	Mon-Fri: 22:00-13:00
Address	Castlerea, Co. Roscommon
Phone	(094) 9621630
Office Hours	24/7

APPENDIX 4

PROTECTING AND PROMOTING CHILDREN'S RIGHTS

Staff/tutors/volunteers in the Seosamh Mac Gabhann Summer School have a responsibility to promote children's rights by:

- Treating them with dignity, sensitivity and respect;
- Making time to listen, talk to and get to know the children;
- Making sure that children know the Centre's rules about behaviour;
- Encouraging children to have an input into how things are run;
- Helping children to be safe, happy and having as much fun as possible;
- Never favouring one child or children over others;
- Enabling children to regard their bodies as their own property;
- Encouraging them to express feelings, fears and experiences openly;
- Giving written information about the Centre to children and their parents / carers;
- Knowing about the principles and practices of child protection including their legal duties;
- Never engaging in sexually provocative games or making suggestive comments, even in fun;
- Respecting children's privacy in bathrooms and in changing rooms;
- Sensitively ensuring that children know about the child protection policy;
- Always responding to complaints or allegations;
- Helping children realise the difference between confidentiality and secrecy;
- Being sensitive to the fact that some children are more vulnerable and have special needs;
- Never using physical punishment with children.

Our Duty to Care: Principles of Good Practice for the Protection of Children and Young People (2002) p.6.

APPENDIX 5

Protections for Persons Reporting Act, 1998

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse “reasonably and in good faith” to the HSE [Tusla] or An Garda Síochána. This means that, even if a reported suspicion of child abuse proves unfounded, a plaintiff who took an action would have to prove that the reporter had not acted reasonably and in good faith in making the report.

Its main provisions are:

1. The provision of immunity from civil liability to any person who reports child abuse “reasonably and in good faith” to designated officers of Health Boards or any member of An Garda Síochána;
2. The provision of significant protections for employees
3. who report child abuse. These protections cover all employees and all forms of discrimination up to and including, dismissal;
4. The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities “knowing that statement to be false”. This is a new criminal offence designed to protect innocent persons from malicious reports.

However, where a person reports abuse or makes a complaint their anonymity cannot be guaranteed and their identity may be revealed as part of investigations and considerations by the HSE [Tusla], An Garda Síochána and the Courts.

APPENDIX 6

Sample Parental / Guardian Day Outing Consent Form

For participation in (activity / programme / club):

Location:

Transport information (if relevant):

Date(s):

Name of child: _____

Address _____

Date of birth: _____

Gender: Male _____ Female _____

Home Tel: _____

Mobile: _____

Other relevant information:

(Please mention any medical conditions, allergies, special needs or dietary requirements)

Contact details for parent / guardian

Name: _____

Address: _____

Email: _____

Home Tel: _____ **Mobile:** _____

Other contact person in case of an emergency (different to the person listed above)

Name: _____

Address: _____

Home Tel: _____ **Mobile:** _____

In case of medical emergency:

In the event of illness or accident, I give permission for medical treatment to be administered by a suitably qualified practitioner and / or hospital. I understand that every effort will be made to contact me as soon as possible.

I understand that there will be suitable supervision while the young people are in the care of The Seosamh Mac Gabhann Summer School. I agree that s/he will be under the authority of, and answerable to, the staff, tutors and volunteers of the Seosamh Mac Gabhann Summer School.

This Consent form will be shared within The Seosamh Mac Gabhann Summer School on a “need to know basis”. If you do not fully understand any of the questions, need further information or wish to discuss any of your answers it is most important that you contact The Seosamh Mac Gabhann Summer School immediately.

Signed: _____

Name: _____

(Guardian)

(Block letters)

Relationship to child: _____

Signed: _____

(Child)

Date: _____

APPENDIX 7

Sample Comment / Complaint Form

YOUR DETAILS:

Name: _____

Address: _____

Telephone: _____

You do not have to provide us with your telephone number but it will be easier for us to get in touch if you do.

NATURE OF YOUR COMMENT / COMPLAINT

What is your comment / complaint about?

When did what you are commenting on / complaining about take place?

Give details of your comment / complaint

e.g. Background / what you think the Centre failed to do or did wrongly / how you suffered as a result

Signature: _____

Date: _____

